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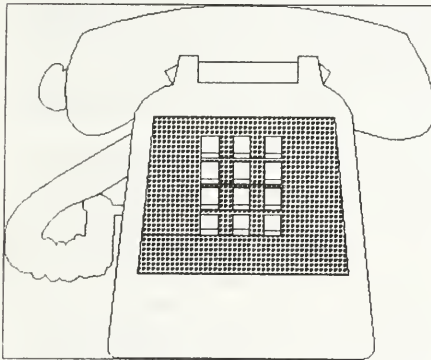
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DEADHEAD

Telecommunication Administrative Rule Changes.

The Administrative Rules of Montana (ARM) were updated recently, including several new rules regarding telephone use, and the use of telecommunications systems for the conduct of state business. The full text of the rules follow.

2.13.101 APPROVAL OF INSTALLATIONS, MODIFICATIONS, OR REMOVAL REQUIRED.

(1) The department of administration must approve the installation, modification, or removal of all telecommunications systems. In approving installations, modifications, and removals the department shall consult with and consider the needs of the various state agencies and the overall implications to all state telecommunications systems.

2.13.102 USE OF THE STATE'S TELECOMMUNICATION SYSTEMS.

(1) The facilities of the state's telecommunication systems are provided for the conduct of state business. In addition to state business, the state's telecommunication systems may be used by state employees and officials for local and long distance calls to latch-key children, doctors, day-care centers and baby sitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. The use of the state's telecommunication systems for essential personal business must be kept to a minimum, and not interfere with the conduct of state business.

PLEASE RETURN

Essential personal long distance calls must be either collect, charged to a third party non-state number, or charged to a personal credit card.

2.13.103 STATE AGENCIES RESPONSIBLE FOR THE ENFORCEMENT OF REGULATIONS RELATING TO THE USE OF THE STATE'S TELECOMMUNICATION SYSTEMS. (1) All state agencies are individually responsible for enforcing rules relating to the use of the state's telecommunication systems. (2) All state agencies are individually responsible for all costs incurred in the operation of the telecommunications systems utilized by each agency.

2.13.104 STATE TELECOMMUNICATION SYSTEMS DEFINED. (1) The state's telecommunication systems include any state owned, leased, contracted for, operated or maintained telecommunications equipment, services or facilities including: private branch exchanges; telephone key systems; teleconferencing systems; local and long distance telecommunications circuits; data communications equipment; video capabilities; land mobile radio equipment; telephone credit cards, or facsimile equipment.

2.13.105 POLITICAL SUBDIVISION USE OF STATE TELECOMMUNICATION SYSTEMS ALLOWED. (1) The state telecommunication systems are available for use by political subdivisions of the state. A subdivision must make a written request to the department of administration for access to its systems. Such use shall be authorized by the department based upon the technical requirements of the political

subdivision's needs as indicated by the request and the potential impact on state agency use of the systems. The department will approve or disapprove requests for access within 180 days of receipt of written requests. Political subdivisions will be billed for use of the state's telecommunication systems under procedures and at rates developed by the department. (2) For purposes of this rule "political subdivision" means any county, city, municipal corporation, school district, special improvement district or taxing jurisdiction, or any other political subdivision or public corporation.

2.13.106 NON-PROFIT ORGANIZATION USE OF THE STATE TELECOMMUNICATION SYSTEMS ALLOWED.

(1) The state telecommunication systems are available for use by in-state non-profit organizations that meet one of the following three criteria:

(a) there is a close connection between the organization and the state;

(b) the state is significantly involved in the activities of the organization;

(c) the organization performs a public function traditionally performed by the state.

(2) Non-profit organizations must make written requests to the department of administration for access to its systems. These written requests must provide adequate detailed information for the department to determine if the non-profit organization meets any of the criteria defined above.

Use of the state's telecommunication systems shall be authorized for organizations meeting the criteria based upon the technical requirements of the non-profit organizations needs as indicated by the request and the potential impact on state agency use of the systems. In consultation with the appropriate agency, the department will approve or disapprove requests for access by non-profit organizations within 180 days of receipt of written requests. Non-profit organizations will be billed for use of the state's telecommunication systems under procedures and at rates developed by the department.

2.13.107 ALL TELECOMMUNICATIONS RECORDS ARE PUBLIC DOCUMENTS

(1) All records of use of the telecommunication systems created, maintained and managed by the department are public documents and subject to review by the public, unless protected by statute.

Any questions regarding these rules can be referred to the Telecommunications Bureau at 444-2586.

DOS 4.0

Our preliminary research on DOS 4.0 has indicated that there may be some problems with this new version of DOS. In addition, feedback from some users that have tried it has been negative. Given these items, we do not recommend that agencies convert from DOS 3.X to DOS 4.0. We will continue our evaluation of DOS 4.0 and come out with a more definitive position in the future. Meanwhile, IBM is still marketing

DOS 3.3 and we have received no indication that DOS 3.3 will be removed from the market. If you have any questions regarding DOS 4.0, call Brett McAlister at 444-2044. A free demonstration of DOS 4.0 is scheduled for January 18. A class description is listed on page 7.

DOA Networking Policy

The DOA policy on networking software and hardware components for agencies is as follows:

Excerpt from M.O.M. Policy Sections 1-023310 Local Area Networks and Sections 1-0233.20 Private Data Networks

It is the policy of the Department of Administration that Local Area Networks (LAN's) attached to the Statewide SNA (Systems Network Architecture) Network will be managed as an integral part of the statewide telecommunications network. The standard LAN topology which will provide this manageable interface is Token Ring (ie, international standard IEEE 802.5). Token Ring components provided by IBM and alternative equivalent components available on term contracts established by ISD will be considered standard and supported for the purposes of this policy.

It is the objective of this policy to insure the connectivity of the state's diverse computer systems and to develop local area network support staffs, both centrally and at the agency levels, which can respond to the highly complex and demanding nature of networked environments.

Token Ring (IEEE 802.5) is the only LAN topology to be supported by the Information Services Division (ISD) of the Department of Administration. LAN support consists of the following:

ISD will purchase and install certain Token Ring hardware and software components;

ISD will purchase and install the appropriate and necessary upgrades of the components provided in 1 above;

ISD will provide technical staff to assist agencies with LAN implementation and ongoing changes to the LAN configuration.

ISD will provide problem tracking and resolution services designed to maximize the availability and performance of the LAN to the user agency;

Future connectivity to the SNA Network is guaranteed by ISD.

Exceptions to this standard may be approved by the Administrator of ISD on a case by case basis when an agency can demonstrate that they are prepared to provide their own support, and connectivity to the Statewide SNA Network is not a critical factor. Non-standard LAN's will not receive the full support of ISD for installation, problem tracking and problem resolution.

There will be no commitment from ISD for ongoing or future connectivity of non-standard LAN's and there will be no guarantee that statewide applications such as the Electronic Budget System will run on non-standard LAN's.

It is the policy of the Department of Administration that private data networks established for the exclusive use of an agency, will not be approved when the routing of the desired service duplicates a capability available on the central facility. In some instances, private networks may be approved for a temporary or interim period of time until the desired service can be provided by the central facility.

It is the objective of this policy to maximize the shared usage of central data communication facilities.

LAN Guidelines

For the purpose of implementing this policy, additional guidelines have been developed for the purchase of local area network (LAN) components for state agencies. Due to the increasing importance of interconnecting local networks, and the increasing variety of products on the market, it has become difficult to insure compatibility and support for personal computers, LANs, and the statewide network that ISD is called upon to support.

For these reasons, as well as limited technical resources at ISD, it has become apparent that it is in the state's best interest for Administration to centrally purchase and coordinate the installation of networking/communication products.

The following represents a listing of the primary items which ISD will purchase for agencies:

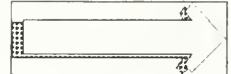
IEEE-802.5 (Token Ring)
Cards
Boot Proms for above
Multi-station Access Units
(MSAU's)
MSAU Housings
LAN Support Program
Wiring for the network
Personal Services/PC Software

*SDLC Adapter (for AT or
PS/2 bus)
*COAX Adapter (for AT or
PS/2 bus)
*3270 Emulation Program

Items listed above will be procured, supported and upgraded for all agency bureaus/sections which pay Information Center support subscription fees.

For agency bureaus/sections which are not Information Center subscribers, but which pay for connections to the statewide SNA data network, only those items which are asterisked above will be provided by DOA.

To request the procurement of any of the above items for your agency, simply provide a memo with the number of each item needed or call the Information Center (444-2973) if you need assistance with your request. Requests should be forwarded to Wendy Wheeler in the Information Center. Any questions/comments regarding the above policy may be directed to Debbie L. Roslanowick, Resource Management Unit, ISD.



BILL STATUS INFORMATION AVAILABLE ON THE STATE NETWORK

The online BILL STATUS Inquiry system for the 1989 Legislative session will be available for users of the State Data Communications Network on December 5, 1988.

The online system will be available prior to the actual beginning of the session in January because of the BILL DRAFT REQUESTS (OPTION 7). This option allows users to select from a list of approximately 120 subjects, and display BILL DRAFT REQUESTS RELATED to that subject. It is important to note that only the most relevant subject categories are assigned to each bill draft request. Typically, a bill draft request will be assigned two or three subject categories. A list of subject categories is available from the Information Center.

The complete BILL STATUS User Guide covering all the information options will be available from the Information Center in mid December. The other information options on the BILL STATUS System will be functional when bills are introduced during the session.

The BILL STATUS System is an IDMS application and will run under DCPROD on the state mainframe computer. Users must have their name and password assigned to the DCPROD application in order to use this system.

To sign on to BILL STATUS from the **State of montana Map**:

1. Type DCPROD and press the enter key.
2. From the DCPROD sign-on screen:
Name is your ISD User ID (e.g. XYYYYY)
Password is YYYY from above (unless you changed it in DCPROD). Press the tab key.
Account number is your five digit ISD billing number.
Press the enter key.
3. From V5 Enter Next Task Code:
Type SET LEG and press the enter key.
4. From V5 Enter Next Task Code:
Type LEGI and press the enter key.
You are now in bill status.
5. To Exit the BILL STATUS SYSTEM:
Type OFF and press the enter key.

If you have questions on this procedure, call Teri Lundberg at 444-3994 or if you need an ISD User ID, call Tina Carmichael at 444-2860. If you have problems with access to DCPROD, call Gary Poepping at 444-2811.

TRAINING

Free Microcomputer Mini Demonstration

DOS 4.0 - Free Demonstration: presented by Brett McAlister of the
Information Center

DATE: January 18, 1989
TIME: 1:30 pm to 3:30 pm
PLACE: Room 25, Mitchell Building
COST: No Charge
LIMIT: 20

This free session demonstrated the new DOS 4.0. Highlights
include:

New user interface
Enhanced file listing capabilities
Expansions to DOS 3.3 functions
DOS functions new in 4.0

 * UPCOMING CLASSES *

Data Network Classes

Jan 18 am Telephone Station User Training
 Jan 27 Basic Terminal Skills
 Jan 31 pm Personal Services/PC
 Feb 10 pm Personal Manager
 Feb 8 Accounting Division -- SBAS Online Edit & Entry
 Feb 17 Accounting Division -- SBAS Online Edit & Entry
 Feb 22 pm Introduction to Novell Networks
 Feb 23 Accounting Division -- SBAS Online Edit & Entry

Microcomputer Classes

Dec 5-6 Introduction to WordPerfect 4.2
 Dec 7-8 Introduction to Lotus 1-2-3
 Dec 9 Beginning Microcomputer Skills
 Dec 12-13 Introduction to WordPerfect 4.2
 Dec 13-14 Introduction to WordPerfect 5.0
 Dec 15-16 Introduction to Lotus 1-2-3
 Jan 9-10 Introduction to WordPerfect 4.2
 Jan 10-11 Introduction to Lotus 1-2-3
 Jan 12 Fundamentals of DOS
 Jan 13 Conversion for WordPerfect 4.2 to 5.0
 Jan 16-17 Introduction to WordPerfect 5.0
 Jan 18 pm MINI - Dos 4.0 Demonstration
 Jan 19-20 Advanced Lotus 1-2-3
 Jan 23 Beginning Microcomputer Skills
 Jan 24-25 Advanced Features of WordPerfect 5.0
 Jan 30-31 Introduction to WordPerfect 4.2
 Feb 1 Intermediate DOS
 Feb 2-3 Advanced WordPerfect 4.2
 Feb 6-7 Introduction to Lotus 1-2-3
 Feb 9-10 Introduction to WordPerfect 5.0
 Feb 13 Beginning Microcomputer Skills
 Feb 14-15 Intermediate R:Base for DOS
 Feb 16 Conversion for WordPerfect 4.2 to 5.0
 Feb 21-22 Advanced WordPerfect 4.2
 Feb 24 Spreadsheet Design and Documentation
 Feb 27 am Beginning Macros with Lotus 1-2-3
 Feb 28 am Intermediate Macros with Lotus 1-2-3
 Feb 28 pm Advanced Macros with Lotus 1-2-3

TRAINING SCHEDULE

STATE DATA NETWORK CLASSES

BASIC TERMINAL SKILLS: presented by the staff of the Information Center
DATE: January 27, 1989
TIME: 8:30 am to 4:00 pm
PLACE: Yellowstone Room, DNRC Building
COST: \$50.00
LIMIT: 8
PREREQUISITE: 3270nd (interactive class on terminal operation)

BASIC TERMINAL SKILLS is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

USING PERSONAL SERVICES/PC (PS/PC): presented by Jeanette Rushford of the Information Center

DATE: January 31, 1989
TIME: 1:00 pm to 4:30 pm
PLACE: Room 25, Mitchell Building
COST: \$35.00
LIMIT: 12
PREREQUISITE: Beginning Microcomputer Skills and experience with WordPerfect

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Jeanette Rushford of the Information Center

DATE: February 10, 1988
TIME: 1:30 pm to 3:30 pm
PLACE: Room 25, Mitchell Building
COST: \$25.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available through the Division's mainframe. It is used for scheduling meetings (for yourself and others) and vacations, reserving resources like conference rooms, and even taking telephone messages.

MICROCOMPUTER CLASSES

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center

DATE: (one day only) December 9, 1988
 January 23, 1989
 February 13, 1989
TIME: 8:15 a.m. to 4:30 p.m. each day
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: \$60.00
SUBSCRIBER COST: \$40.00
LIMIT: 12
PREREQUISITE: None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- The operating system
- Communications
- Word processing
- Spreadsheets and graphics
- File management

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE: January 12, 1989
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: \$60.00
SUBSCRIBER COST: \$40.00
LIMIT: 12
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming

Special files like CONFIG.SYS

Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations

External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE

How to interpret batch files

Backup procedures

INTERMEDIATE DOS: presented by Gale Kramlick of the Information Center

DATE: February 1, 1989

TIME: 8:30 am to 4:30 pm **each day**

PLACE: Room 25, Mitchell Building

COST: \$50.00

LIMIT: 12

PREREQUISITE: Fundamentals of DOS or appropriate experience

This class is designed to follow the Information Center's "Fundamentals of DOS" class. It is not designed for programmers and does not intend to teach all the advanced features of the operating system.

The topics that are covered in "Intermediate DOS" are:

ATTRIB	MODE
DISKCOMP	SELECT
REPLACE	LABEL
JOIN	XCOPY

Other features of the Disk Operating System that will be discussed are:

Filters (FIND, MORE)

Batch File Creation (EDLIN, Batch file commands)

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WORD PROCESSING CLASSES

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INTRODUCTION TO WORDPERFECT 4.2: presented by Melanie Coughlin of the Information Center

DATE: December 5 and 6, 1988
January 9 and 10, 1988
January 30 and 31, 1989

TIME: 8:30 am to 3:30 pm on the first day
8:30 am to 12:00 noon on the second day

PLACE: Room 25, Mitchell Building

NON-SUBSCRIBER COST: \$90.00

SUBSCRIBER COST: \$60.00

LIMIT: 12

PREREQUISITE: Beginning Microcomputer Skills

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Merging documents, macro creation, block functions and use of the spell checker are also covered.

INTRODUCTION TO WORDPERFECT 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE: December 13 and 14, 1988
January 16 and 17, 1989
February 9 and 10, 1989

TIME: 1:00 to 4:30 pm on December 13
8:30 to 3:30 pm on December 14
8:30 to 3:30 pm on January 16 and February 9
8:30 to 12:00 noon on January 17 and February 10

PLACE: Room 25, Mitchell Building

NON-SUBSCRIBER COST: \$90.00

SUBSCRIBER COST: \$60.00

LIMIT: 12

PREREQUISITE: Beginning Microcomputer Skills

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, printing, and editing documents. The new Setup feature will be discussed. Formatting documents as they are created and after creation will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be covered.

ADVANCED FEATURES OF WORDPERFECT 4.2: presented by Melanie Coughlin of the Information Center

DATE: February 21 and 22, 1989
TIME: 8:30 am to 3:00 pm on February 21
8:30 am to 12:00 noon on February 22
PLACE: Room 25, Mitchell Building
SUBSCRIBER COST: \$60.00
NON-SUBSCRIBER COST: \$90.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills and Introduction to WordPerfect

For those already using WordPerfect, the advanced class will cover footnotes, column generation, document preview, advanced macros, advanced merging, and outlining. Math functions, sorting capabilities and dual document editing are also covered.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center.

DATE: January 24 and 25, 1989
TIME: 8:30 to 3:30 pm on January 24
8:30 to 12:00 noon on January 25
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: \$90.00
SUBSCRIBER COST: \$60.00
LIMIT: 12
PREREQUISITE: Beginning Microcomputer Skills
Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

CONVERSION OF WORDPERFECT 4.2 TO 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE: January 13, 1989
February 16, 1989
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: \$60.00
SUBSCRIBER COST: \$40.00
LIMIT: 12
PREREQUISITE: Beginning Microcomputer Skills
Introduction to WordPerfect 4.2

This class is designed for people in the process of converting from WordPerfect 4.2 to 5.0.

Topics of the class will cover basic changes like menus, setup options, function key changes, converting document from 4.2 to 5.0 and from 5.0 to 4.2 and Reveal Codes. Some of the advanced features such as Macro Editing, Keyboard Layout, Fonts, Styles, Clip Art Images, Compose, Master Documents, Automatic Referencing, Document Compare and Kerning will also be covered.

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SPREADSHEET CLASSES

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INTRODUCTION TO LOTUS 1-2-3: presented by Gale Kramlick or Wendy Wheeler of the Information Center

DATE: December 15 and 16, 1988
January 10 and 11, 1989
February 6 and 7, 1989

TIME: 8:30 am to 3:30 pm on **December 15 and February 6**
8:30 am to 12:00 noon on **December 16 and February 7**
1:00 pm to 4:30 pm on **January 10**
8:30 am to 3:30 pm on **January 11**

PLACE: Room 25, Mitchell Building

COST: \$50.00

LIMIT: 12

PREREQUISITE: Beginning Microcomputer Skills

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet design and commands and the creation of graphics. Printing spreadsheets and graphs is also covered. The more advanced features such as macro programming and database commands are covered in other courses. Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

ADVANCED FEATURES OF LOTUS 1-2-3: presented by Brett McAlister or Gale Kramlick of the Information Center

DATE: January 19 and 20, 1989

TIME: 8:30 am to 4:30 pm on first day
8:30 am to 12 noon on second day

PLACE: Room 25, Mitchell Building

NON-SUBSCRIBER COST: \$90.00

SUBSCRIBER COST: \$60.00

LIMIT: 12

PREREQUISITE: Beginning Microcomputer Skills and Introduction to Lotus 1-2-3

This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. Features not covered in the introductory class will be included (ex: protection status, range names, combining files, etc). Advanced features such as one and two-way sensitivity analysis tables and database commands will be covered in detail. Class consists of lecture, hands-on practice, lab work or question and answer period if time permits.

SPREADSHEET DESIGN AND DOCUMENTATION: presented by Brett McAlister of the Information Center

DATE:	February 24, 1989
TIME:	8:30 am to 4:30 pm
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	\$60.00
SUBSCRIBER COST:	\$40.00
LIMIT:	10
PREREQUISITE:	Introduction to Lotus 1-2-3

This class will emphasize the importance, effectiveness and the organizational benefits of good spreadsheet design and documentation. The Lotus 1-2-3 spreadsheet program will be used to demonstrate good and bad techniques. Some methods to track down common mistakes and logic problems will be covered.

BEGINNING MACROS FOR LOTUS 1-2-3: presented by Gale Kramlick of the Information Center.

DATE:	February 27, 1989
TIME:	8:30 am to 12:00 noon
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	\$35.00
SUBSCRIBER COST:	\$25.00
LIMIT:	12
PREREQUISITE:	Introduction to Lotus 1-2-3

This class is designed for the regular Lotus 1-2-3 user who wants to include the power of Lotus 1-2-3 Macros in their spreadsheets. Subjects covered are: naming the macro, the /O macro, entering the macro into the spreadsheet, invoking the macro, how to include special keys (ie. function keys, arrow keys, home key, escape key, etc) in the macro, and macro documentation. Also covered will be how to make the macro interact with the operator and simple decision making.

INTERMEDIATE MACROS FOR LOTUS 1-2-3: presented by Brett McAlister
of the Information Center

DATE: February 28, 1989
TIME: 8:30 am to 12:00 noon
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: \$35.00
SUBSCRIBER COST: \$25.00
LIMIT: 12
PREREQUISITE: Introduction to Lotus 1-2-3

This class is designed for the person who has mastered the concepts presented in Beginning Macros. The primary emphasis in this class is the use of branches and loops to increase the power of the macro. In addition subroutines will be covered as well as the {DEFINE} AND {DISPATCH} commands. More advanced decision making routines will also be presented.

ADVANCED MACROS FOR LOTUS 1-2-3: presented by Brett McAlister of
the Information Center

DATE: February 28, 1989
TIME: 1:00 pm to 4:30 pm
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: \$35.00
SUBSCRIBER COST: \$25.00
LIMIT: 12
PREREQUISITE: Introduction to Lotus 1-2-3

This class is designed for the Lotus 1-2-3 POWER user who designs spreadsheets for others to use. Covered in this class are those aspects of Lotus 1-2-3 and macros that affect the way the spreadsheet is presented to the user. Items such as custom menus, {BEEP}, {PANELOFF}, {PANELON}, {WINDOWSOFF}, {WINDOWSON}, {RECALC}, {BREAKOFF}, and {BREAKON} will be presented.

The user should already be familiar with invoking, creating and editing macros with 1-2-3. The Intermediate Macros class is not a prerequisite.

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DATABASE CLASSES

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INTERMEDIATE R:BASE FOR DOS: presented by Randy Holm of the
Information Center

DATE:	February 14 and 15, 1989
TIME:	8:30 am to 4:30 pm each day
PLACE:	Room 25, Mitchell Building
NON-SUBSCRIBER COST:	\$120.00
SUBSCRIBER COST:	\$80.00
LIMIT:	10
PREREQUISITE:	Beginning R:Base System V

This class will expand on what was covered in the beginning R:base class. Topics covered include sophisticated forms and reports, multi-table operations, database maintenance, and R:base commands and functions. An overview of custom code and macros will be given to demonstrate the programming capabilities of R:base, but emphasis will be on enhancements to Application Express rather than programming from scratch.

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COMMUNICATIONS & NETWORKING CLASSES

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INTRODUCTION TO NOVELL NETWORKS: presented by Teri Lundberg of the Information Center

DATE: February 22, 1989
TIME: 1:00 pm to 4:30 pm
PLACE: Room 25, Mitchell Building
NON-SUBSCRIBER COST: \$35.00
SUBSCRIBER COST: \$25.00
LIMIT: 12
PREREQUISITE: Beginning Microcomputer Skills and FIVE months microcomputer experience

This course is designed for users of **Novell** Networks. Topics covered include:

The definition of a local area network with emphasis on a Token Ring Network
Logging on to the network
Directory structure
Network security
Supervisor functions
Drive mappings
Summary of basic Novell commands

NOTE: This class is not intended for network system administrators or network programming staff. Contact Teri Lundberg at 444-3994 if you have any questions.

TELEPHONE STATION USER TRAINING: presented by LaVelle Brannin of the Telecommunications Bureau

DATE: January 18, 1989
TIME: 9:00 am to 10:00 am
PLACE: Room 25, Mitchell Building
COST: No Charge
LIMIT: 10
PREREQUISITE: none

This class is designed to familiarize new employees or refresh current employees with the features and use of the state telephone system. Also discussed will be the different calling capabilities available and the dialing plan. This is an interactive class combining demonstrations and hands on usage of the features and the dialing plan.

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COMPUTER BASED TRAINING

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The following tutorials are available in the Information Center in Room 24 of the Mitchell Building free of charge. The tutorials are either diskette or video-based. All are designed for individual study and self-pacing. Tutorials available are:

- Using DBase III and DBase III+
- Disk Operating System (DOS)
- DOS: Hard Disk/Floppy Users, Beginning through Advanced
- Using Displaywrite 3
- Introduction to DisplayWrite4
- Advanced DisplayWrite4
- The Instructor (microcomputer systems)
- Intro to Lotus 1-2-3
- Macro Programming & Advanced Lotus 1-2-3
- Beginning R:Base System V
- Typing Instructor
- Turbo Pascal Tutor
- Teach Yourself WordPerfect
- WordPerfect-Seven Easy Steps (30 min. video)
- WordPerfect 5.0 Overview

Call the Information Center at 444-2973 for more information or to check out the tutorials.

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Editor: Teri Lundberg

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION CENTER BUREAU
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, Information Center tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.

DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
INFORMATION CENTER BUREAU
RM 24, MITCHELL BLDG
HELENA, MT 59620